



**Bermuda Institute of Ocean Sciences**

## **Visiting Scientist Fee Schedule & Information**

(updated September 10, 2019)

## Fees Schedule

### Accommodations [contact [jane.burrows@bios.edu](mailto:jane.burrows@bios.edu)]

#### Suites

1 Bedroom	\$220	per night
2 Bedroom	\$285	per night

#### Rooms, 'en suite' - private access shower, basin, lavatory

Single	\$140	per night
Double (Twin)	\$190	per night
Triple	\$235	per night

#### Rooms, shared bath down the hall

Single	\$ 92	per night
Twin	\$131	per night
Triple	\$172	per night

*10% Discount for 30 consecutive nights or longer*

### Meals [contact [jane.burrows@bios.edu](mailto:jane.burrows@bios.edu)]

Daily rate	\$60	per person/per day
Breakfast, lunch, dinner	\$20	per meal/per person/per day

### Lab/Office Rental [contact [bruce.williams@bios.edu](mailto:bruce.williams@bios.edu)]

Office/lab space	\$100 - \$500	per day
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*When planning your visit, contact BIOS Lab Ops Manager, Bruce Williams, to discuss office and lab requirements, availability and rental costs.*

Security Card for Reiss-Conklin and Naess Buildings	\$20	per card (deposit)
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### Visiting Scientist Non-Resident User Fee

Not staying at BIOS; not renting BIOS lab/office	\$100	per person per day
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## Fees Schedule, cont.

### Storage

Refrigerated/Freezer Storage (1 month minimum) \$60 per cubic foot per month

[contact [bruce.williams@bios.edu](mailto:bruce.williams@bios.edu)]

All items are to be labeled and registered with Lab Operations. Unlabeled items in shared-use refrigerators/freezers will be discarded.

Dry Storage, up to 4' x 4' x 4' (64 ft<sup>3</sup>) \$100 first month  
\$75 per additional month

[contact Deborah Moran at [marine@bios.edu](mailto:marine@bios.edu)]

Dry storage space is limited and may not be available. Please enquire in advance regarding storage, particularly for larger items or special requirements.

### Boats [contact [chris.flook@bios.edu](mailto:chris.flook@bios.edu)]

	Hourly Rate	Half-Day Rate	Daily Rate	Other Charges
Henry M. Stommel	\$233	\$550	\$1100	Fuel included in price
Rumline	\$233	\$550	\$1100	Fuel included in price
Twin Vee	\$126	\$361	\$691	Plus Fuel Usage @ \$1.75/litre*
Sea Dance	\$110	\$330	\$565	Plus Fuel Usage @ \$1.75/litre*
*Note that the fuel usage per litre charge will vary depending on the price of fuel to BIOS.				
Add 23% to hourly rates for overtime hourly rates. Overtime rates apply before 8am and after 5 pm weekdays and all day weekends and public holidays.				

### Truck [contact [jane.burrows@bios.edu](mailto:jane.burrows@bios.edu)]

Pick-up and delivery\* \$119 per hour

Freight pick-up \$85

\*Properly licensed maintenance employee as driver.

*Cancellations for boats or trucks must be made at least 48 hours in advance or there will be a minimum charge of 1 hour rental.*

**SCUBA** [contact [kyla.smith@bios.edu](mailto:kyla.smith@bios.edu)]

Dive Master Assistance

Hourly Rate

\$103 per hour

Half-day Rate (8am-12noon or 1pm-5pm)

\$309 per half day

SCUBA Tanks\*

\$19 per fill

*\*Only tanks, weights and belts are available*

BIOS belongs to the American Academy of Underwater Sciences (AAUS). AAUS accreditation and/or proof of certification is required for diving.

**Technical and Administrative Services**

Administrative Assistance

\$95 per hour

Scientific Support (Lab Technician)

\$95 per hour

IT or Ship Technician Services

\$58 per half hour

**Microscope Facility**

For more information and user fees, contact Rachel Parsons at [rachel.parsons@bios.edu](mailto:rachel.parsons@bios.edu)

***Prices and policies are subject to change without notice.***

**Grant-in-Aid for Visiting Scientists** [contact [gillian.hollis@bios.edu](mailto:gillian.hollis@bios.edu)]

Small grants may be available to help defray in-house costs (accommodation, boat rental, tank fills, lab rental). For more information, please refer to the [Grant-in-Aid Application Information](#) form.

## BIOS Science Safety

### **Chemicals and Chemical Waste** [contact Lab Operations Manager [bruce.williams@bios.edu](mailto:bruce.williams@bios.edu)]

BIOS has limited quantities of chemicals and lab supplies

Please communicate your requirements 2 months in advance of arrival

Use of chemicals must be coordinated with the Lab Operations Manager

Visitors to BIOS are responsible for the proper disposal of their toxic chemicals

Waste is safely contained, packaged and labeled

Waste must be disposed into the BIOS electronic waste site

### **Radioactive Materials** [contact [rod.johnson@bios.edu](mailto:rod.johnson@bios.edu)]

Written permission must be obtained from the BIOS Safety Officer before bringing radioactive material into Bermuda.

- Please see the Visiting Scientist [application form](#) for details

### **Departure Clean Up** [contact Lab Operations Manager [bruce.williams@bios.edu](mailto:bruce.williams@bios.edu)]

Visitors are responsible for proper disposal of all HazMat, gas cylinders, equipment or other chemicals/materials prior to leaving the BIOS premises.

- Disposal fees of \$250 plus costs will be applied for improper cleanup.
- Equipment left at BIOS, without advance storage arrangements, will be disposed of at Visitor's expense.

### **Collection, Export and Experimental Policies (CEEP)** [contact Leocadio Blanco-Bercial at [leocadio@bios.edu](mailto:leocadio@bios.edu)]

BIOS is committed to preserving Bermuda's natural environment. In consultation with the Bermuda Government, BIOS has established detailed protocols for collection, export and experimental manipulation of materials (plants, animals, geological).

All materials collected must first be approved by the BIOS CEEP Committee and then Bermuda Government. The same is also true for export.

For information, please go to <http://www.bios.edu/visiting-bios/visiting-scientist-forms/> under "Collecting and/or Exporting Samples"

## Shipping and Purchasing

### Shipping to BIOS/Bermuda, Customs Clearance and Outbound Shipping

**Contact:** Fast Forward Freight Ltd.  
2 Jubilee Road, Devonshire, DV06 Bermuda  
441- 292-9509 Email: Tim Southern, [tim@teamfast.bm](mailto:tim@teamfast.bm)

When shipping to BIOS, consign all materials to:  
Bermuda Institute of Ocean Sciences, Inc.  
17 Biological Station  
St. Georges, GE 01  
BERMUDA  
ATTN: **(VISITOR NAME HERE)**

*Do not place your name at the top of the address as Bermuda Government wharfage fees may be assessed and shipping significantly delayed.*

**Please have your freight delivered to Bermuda at least two week prior to your arrival to allow for any delays in customs clearance.**

Prior to arrival please send an itemized list (commercial invoice) of all equipment and supplies with values. *Bermuda Customs will not release any goods without this invoice.*

Handling, customs clearance and delivery fees are the shipper's responsibility paid directly to Fast Forward Freight Ltd. via bank transfer.

**Purchases made via BIOS** [contact Lab Operations Manager [bruce.williams@bios.edu](mailto:bruce.williams@bios.edu)]

Visitors who wish to order supplies through BIOS can do so by contacting Bruce Williams, Laboratory Operations Technician.

Orders must be accompanied by a valid VISA/MasterCard, or the Visitor Institution's purchase order, and are subject to a 20% service fee (maximum \$250).

## Reservations, Payment & Travel Information

### **Reservations & Deposits** [contact [jane.burrows@bios.edu](mailto:jane.burrows@bios.edu)]

A 2-night stay deposit is required to guarantee booking. Reservations are confirmed after receipt of booking deposit.

Please make reservations well in advance as BIOS cannot guarantee availability of facilities on short notice.

### **Payment** [contact [jane.burrows@bios.edu](mailto:jane.burrows@bios.edu)]

At least 1 business day before departure from BIOS, contact the BIOS Housing and Reservations Manager to settle your bill.

Payment must be made in U.S. or BDA cash, personal check (drawn on a U.S. or Bermuda bank), or MasterCard/VISA. Prices are quoted in U.S. Dollars. The Bermuda dollar exchange rate is currently 1 to 1 USD.

### **Cancellation Charges**

Room cancellations must be received at least 1 month in advance to avoid forfeiture of deposit. Boat or truck cancellations must be made at least 48 hours (Monday through Friday) in advance or there will be a minimum charge of 1 hour rental.

### **Passport/Visa Requirements**

Passports are required for persons entering Bermuda. See [www.immigration.gov.bm](http://www.immigration.gov.bm) for visa controlled countries and <http://bermuda.visahq.com> for instructions on applying for entry visas.

In advance of arrival on the island, Bermuda Immigration must approve all business stays & visits longer than 90 days. Additionally, flights to/from Bermuda through the U.S., Canada or U.K. must follow the regulations of those countries. Please verify information prior to traveling as immigration/travel rules are subject to change.

## Reservations, Payment & Travel Information, cont.

### Insurance

BIOS insurance does not cover visitors, non-BIOS personnel or personal equipment. You must provide your own insurance for health, accident, theft, equipment damage, liability, etc.

All visitors are required to sign a BIOS activity liability waiver.

### On Arrival

- 1) Please register with the BIOS Housing and Reservations Manager at Reception in Hanson Hall. Visitors will be given their keys and will receive an orientation and a tour of the facilities, as required.
- 2) If arriving outside of office hours, please collect your *welcome envelope* from the arrivals box at the Reception counter.
- 3) Confirm all bookings (lab, boat and truck) with the BIOS Housing and Reservations Manager. See *Cancellation Charges*, if applicable
- 4) Laboratory buildings are secured & accessible only to authorized personnel. If you have arranged a lab rental, you will receive a security card for lab access. A \$20 refundable deposit is required for each security card.

## More Information

### Library, Computers & Internet

The BIOS library is open during the day. Limited computing facilities are available in the library. All visitors are encouraged to bring their laptops to take advantage of our wireless internet which is available in reception, the library, Hanson Hall, Wright Hall, Visitor Housing, classrooms, conference rooms and other convenient locations.

### Reception & Reservation Office Hours

9:00am to 5pm Atlantic Standard Time, Monday to Friday  
(except Bermuda holidays)

### Address & Contact Details

Bermuda Institute of Ocean Sciences  
17 Biological Station, St. Georges GE 01 Bermuda

Website: [www.bios.edu](http://www.bios.edu)  
Telephone: 441-197-1880  
Fax: 441-297-8143  
Email: [reservations@bios.edu](mailto:reservations@bios.edu)